

# SICC MEETING MINUTES

Truman Building, Room 400

July 13, 2006

## Members Present

Val Lane	Melodie Friedebach	Leslie Elpers
Lois Sandbothe	Elizabeth Spaugh	Kathy Fuger
Margaret Franklin	Carissa Mattern	Ron Berg
Lisa Robbins	Melinda Sanders	Wendy Witcig

## Members Not Present

Doug Ommen	Patsy Carter	Paula Neese
Darin Pries		

## DESE Staff Present

Dale Carlson	Amanda Wogan	Mary Corey
Bill Conley		

To review copies of handouts referenced in the minutes below, go to the following website:  
<http://dese.mo.gov/divspeced/FirstSteps/SICCMtgdates.htm> and click on “Handouts” for the May 11, 2006 meeting.

## Call to Order, Welcome, and Introductions

Valeri Lane called the meeting to order at 8:32 a.m. Valeri welcomed Wendy Witcig and Carissa Mattern as the two new members on the committee.

**Approval of SICC Minutes** – Leslie Elpers made a motion to approve the minutes with the following changes. Lisa Robbins seconded the motion. Motion passed.

A correction to May Meeting Minutes is as follows:

Leslie Elpers presented information to correct grammatical errors.

## Special Presentations

### **Recent Medicaid Bulletin** – Lois Sandbothe

On January 25<sup>th</sup>, the Medicaid Bulletin noted the need for progress notes to be documented at the same time the service is being provided and not six months later. It was determined that this bulletin is based upon a medical model and this is not the way FS functions. Therefore, this proposes a challenge to the FS provider. The major concern was documenting on the actual begin and end times because this may include many start and stop times. According to the Department of Social Services (DSS) this is not a concern, as First Steps current practice is meeting all Medicaid requirements. All providers are not Medicaid providers but they are the provider of services for First Steps and must meet Medicaid criteria (they are provider for DESE and Medicaid will accept). On the notes, one signature and title is required per page and then they can use initials all other places. It was suggested that guidance be provided to the providers by DESE and DSS to determine what needs

to be in case notes. Guidance was sent out several months ago to providers however, Joyce will pull and resend out. If the SPOEs receive any questions, they need to mail them to Joyce Jackman at DESE and Lois Sandbothe at DSS.

### **Possible revisions to provider agreements – Joyce Jackman**

At the last SICC meeting, questions were raised about provider agreements and the language they used in their contracts to remove bad providers. It is currently being looked into by DESE what it would involve to change from an open ended provider enrollment into a more contractual agreement. It is being discussed with OA.

## **DESE Updates**

### **Budget – Dale Carlson**

Handouts were given. Refer to handout

REPORT A includes End of Year (EOY) reporting. This is the first year that the EOY is different. It has been a good year in terms of funding. The goals from the legislature to get a handle on cost of the program show that this is the first year in decrease in cost of First Steps. There has been a 10% decrease. This could be in part due to the budget being planned to cost more in the direct service and travel reimbursement for RICC that actually occurred. The reports show that child count down a little over 7%. This is hopefully due to better evaluation and determining the true eligibility of a child. A question was raised on what DESE plans to do with left over money since this is mostly federal dollars and they can be carried over in Part C funds. It was noted that this extra funding helps the program start out in the new fiscal year until the funding can be appropriated. However, if there is still extra funding that rolls over into the next year, items that may be considered to begin to expand and/or redesign the following areas are:

- transportation reimbursement
- eligibility criteria
- provider rate
- NPA issue

It was suggested that DESE do studies, fiscal projections, and pilots. Melodie would like to look at the transportation committee recommendations.

REPORT B shows the cost in June to be higher than normal because the CFO paid down more due to catching up older claims and they also extended their deadline, but cost still are down. Dale gave kudos to field in keeping costs down. It was noted that in the Southeast region their costs are lower. This possibly is due to NPA and the use of creativity. It was stated that because they know in some disciplines there is a shortage they try to maximize and do more teaming therefore resulting in a lower cost. A question arose, are we providing effective services if cost are down? A point was made that you can not use the average cost per child to say if the services are good or bad. It was suggested again, doing a study to see if we are providing effective services. We need to look and see why there is significance in reduction of children. Is it because of no referral or that the child does not meet the eligibility requirements? Another recommendation is to do surveys or a study be done in six months and what to look at. It is felt that the studies would be premature to look at cost for direct services and child count but not premature to look at those children that withdrew, number of referrals, eligibility status (Implementation of 50% motor skills now). Gather this information for the SEPTEMBER SICC Meeting.

### **Data Report - Mary Corey**

Handouts given. Refer to handouts.

The required information due to OSEP in regarding to non-compliance has been sent out. Documentation was gathered and sent to OSEP to see referrals were taken care of in the 45 day timeline and if not, why and has it been corrected. There is a big problem with so many children are being inactivated. Region 2 said that in their area, a lot is due to that these children truly are not eligible and do NOT meet the criteria. Other reasons could be due to lack of participation from the family or refused by SPOE (due to guidelines). NPA is not an

acceptable reason to not meet the 45 day timeline. The only acceptable reason is due to parent or child. In Region 3, they wait on medical records from the hospital due to HPPA. This is taking approximately 60 – 90 days. Sometimes it is easier for the parent to get instead of SPOE. This could be a possible training point.

Valeri Lane raised a concern that the activities carried out to prepare the report for OSEP did not include a random sampling, and cannot therefore be viewed as representative data for the state on the indicators in question. The primary concern is that when future monitorings take place, comparison of these data to an actual monitoring will likely raise questions about differences in outcome. These questions may be difficult to answer at a later date.

#### **SPOE Operations – Joyce Jackman**

Family Cost Participation – The service coordinators are currently gathering information and giving to DESE for the entry. Some families will be assessed a fee due to the family NEVER giving the SPOE information.

Although there will be fees collected there also will be more costs, such as more billable hours, more incidentals (travel), income within the family may change, and then the family that holds the provider to the fire about what is being done for the child. These are projected costs.

#### **SPOE Contract – Joyce Jackman**

Handout given. Refer to handout. This handout particularly talks about the changes to FS system. Bolded areas of handout are additions to the RFP. Some of the language used ties into SB500. This was used as a tool to help align so that DESE can rebid the whole state at the same time. Service Coordinators (SC) moved with Phase one rebid to the SPOEs and/or DMH (SB40). The SPOE can not subcontract but must employ the SC.

#### **RICC Regular Update –**

Question was raised about how does the SICC want the RICC to communicate their trends? It was determined that the council wished the RICC representative present.

Heather with Region 4 stated that an issue arose about interpreters and transportation reimbursement.

Transportation - There are no instructions on how to fill out the reimbursement forms. It was asked that DESE give guidance on how to feel these out. Give a sample with the instructions. Information needs to be consistent on what is entered into WebSPOE.

Interpreters – need translators for languages. DESE aware of need, we worked with state contract. Shelly able to obtain translator. If SPOE has need for specific translator they should contact Shelley Witherbee. Message will go out soon.

Region 7 is now organized but is now finding members.

Julia Hillyer mentioned in Region 2 RICC they showed a documentary called “Little Man” and then had a panel presentation. If interested you can go to [www.littleman.com](http://www.littleman.com)

Region 3 getting ready to have another meeting. Child find and provider recruitment are issues to discuss.

Region 1 is going good. They have great membership with great involvement. Their Child Find committee is going out and speaking to NICUs. The SPOE, a parent, the RICC co-chair did quick overview with NICU and they really listened to the parent shared her story with her child.

#### **Follow up from Nominating Committee - Valeri Lane**

Nominating committee is to elect a new co-chair. Val’s term ends today. Lisa Robbins is the only provider who is eligible.

Are the by-laws to limiting on whom are chairs and co-chairs can be? State Agency representatives are not allowed be a chair as it might be a conflict of interest.

The parent co-chair situation is that Joan's term ends 6/07 but due to family circumstances she had to resign her chair effective May 31<sup>st</sup>. It was suggested that Elizabeth Spaugh to fill Joan's term and Elizabeth agreed.

For Elizabeth to replace Joan, a motion was made by Kathy Fuger. Carissa Mattern seconded. Motion passed.

For Lisa to replace Val, a motion was made by Leslie Elpers. Melinda Sanders seconded. Motion Passed.

Elizabeth wanted to note that Val has done an outstanding job as co-chair.

#### **Sunshine Policy Draft – Valeri Lane**

Handout given. Refer to handout. Does the council wish to adopt this as the SICC Sunshine Law Policy?

Motion was made by Lisa Robbins. Wendy Witcig seconded. Motion passed.

For the Custodian of Records a motion was made that the past co-chair be custodian by Kathy Fuger. Leslie seconded. Motion passed. Val abstained.

#### **Parent Handbook Draft – Eric Remelius**

Handout given, Refer to handout.

The old handbook was revised in 2003 in Binder format. When it goes out to SPOEs it is sent in two sets. One as a parent note book to use as a guide and the other as a care notebook (mainly blank pages for family to use). Suggested to divide into smaller books and give one at intake and the other at IFSP. The underlying tone through out the whole book is that "WE ARE HERE FOR YOU TO HELP YOU AND YOUR CHILD TO THEIR FULLEST POTENTIAL". Would like input from the committee and SPOEs. Handbook is also online in a PDF format. It was asked to think of other ways to present this to the families. The handout given was a draft letter of what will be the greeting in the handbook. A signature would add a nice touch, who will sign? Would the lead agency, a co-chair, or a SPOE be willing to sign? One thing suggested is to watch the readability level for those whose education level is not that good or attention level is not that high. Could there be more than one booklet that would separate the information? How can we determine that we are giving out the handbook to early? How much of the care notebook is truly being used? It was determined that 50% use the notebook and 50% don't. For parent participation in using this notebook, it is very important in how the Service Coordinator presents the handbook. If it is presented in an organized fashion (e.g. place for provider visit, medical records, immunizations, growth charts) the parent will more than likely use it. If this is posted online, it would be a good idea to have different drop down boxes that would relate to the three following types of children: low birth weight, 50/50, and medical diagnosis.

#### **Member Issues –Leslie Elpers**

There are problems with the Identix office in rural areas. The main problem is that they are only open at limited times. In rural areas, it is easier to go to the area police department to do fingerprinting. Is the only place to get this through is Identix, is this a department thing or a state thing? DESE will check into this.

**Parent vacancies** – Melodie thought the SPOEs should recruit nominees for these positions. Most members feel that it should NOT be a geographical representation if we have parents/providers that WANT to be on the committee. The consensus is that they would prefer to have someone that would attend regularly than someone who could not attend regularly. Also it was questioned can parents have alternates should they not be able to attend? The response is yes.

#### **Old Business**

#### **New Business**

Mary Beth Luna commented on the changes on FCP and Insurance. She appreciates the SPOEs efforts in gathering information, as well on cost reduction. She would like to see why so many children were inactivated

(look at why they were inactivated, look at by age and how many were younger than one or older than one, and how many are due to parents). If it is due to non-response from the parent, then there should be Parents as Teacher (PAT) visits.

Mary Beth would like for the transportation committee to meet with her. A report was given on the surveys that Leslie Elpers and Sharon Hailey sent out. Leslie mailed out to 150 providers and only received 15 back. A question was asked if there was a way to address issues of selecting a provider outside your service area. The contract states that the SC check with the family if they have a provider in mind and then assists them in making the choice for a local provider. A recommendation was to survey providers regarding transportation issues. Mary Beth wanted information about the travel issues to share with the General Assembly. DESE will work with Leslie to pull a survey together. Mary Beth suggested that everyone write down questions and give to Joyce TODAY before they leave. Some of the providers on the Matrix list the areas they will travel to be statewide but this is not always accurate. Sometimes they require the family to come to them. This is where the SC helps the family and is aware of those providers for future placements.

Two members have been appointed to fill the vacancies on the council. The Governor's office requested letter from each state department to who they want on this council but has not received a great response. Mary Beth asked that the SPOE directors to give nominations to represent southwest and northeast. It was also mentioned that it would be good to have someone of different ethnicity.

There was a vote to move the meetings back to Friday, and SPOE meetings will be held on Thursday, starting at 10:30 am.

Melodie moved to Adjourn. Ron Seconded it. Motion passed. Meeting adjourned at 2:25 pm

**NOTE: Working lunch will be at 11:45.**